**LETTER TEMPLATE  
RETURN TO WORK AFTER MATERNITY LEAVE**

**[Name]**

**[Address]**

**[Email]**

**[Phone #]**

**[Date]**

Subject, Rejoining Request

Sir,

I had worked in this institute for 5 years under the title of Science teacher and took a three-month maternity leave. Now that I'm back in good form, I'll return to my job. My kid is OK, and I'm free of the side effects that come with childbirth, so I'm looking forward to returning to work.

I was also instructed by the person who temporarily took my position at the job, and I am fully aware of the improvements and advancements that occurred while I was away.

Sincerely yours,

**[Name]**